



COMMONWEALTH of VIRGINIA

Department for the Aging

Julie Christopher, Commissioner

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Note: The web addresses (links) in this document may change over time. The Department for the Aging does not attempt to refresh the links once the week has passed. However, this document is maintained on the web for a period of time as a reference. Some links may require registration.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher., Commissioner

06-94

MEMORANDUM

TO: Directors and Program Staff,
Area Agencies on Aging

FROM: Bill Peterson,
Deputy Commissioner for Programs

DATE: April 25, 2006

SUBJECT: New Grant Directories Available

VDA has purchased three new grant directories that you may wish to borrow:

- Directory of Operating Grants (8th Edition, 2006): A reference directory identifying general operating grants available to nonprofit organizations.
- Directory of Program Grants (2nd Edition): A reference directory identifying program grants available to nonprofit organizations.
- 750 Web Sites for Grant Seekers (1st Edition, 2005): A guide for identifying foundation web sites available to nonprofit organizations.

These directories are available, on a first-come first-served basis from VDA's "lending library." Call me at 804-662-9325 or email me at bill.peterson@vda.virginia.gov to borrow one or more of these guides. Please plan on using the guides within a two-week period so they can be made available to as many AAAs as possible. Thanks.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman, Deputy Commissioner, Support Services

DATE: April 25, 2006

SUBJECT: AIM Report VA118 VDA CCEVP Client Detail – 2 ADL Review

Leonard Eshmont has created a new AIM report. It is VA118 “VDA CCEVP Client Detail – 2 ADL Review”. A sample copy of this report is available on the VDA website AIM page.

The VA118 is a new tool you can use to ensure you are targeting the Care Coordination for Elderly Virginians (CCEVP) clients appropriately. The CCEVP Policy and Procedure Manual states, “Care Coordination shall be targeted to those older persons, age 60 years and over, who are frail, or have disabilities, or who are at risk of institutional placement. . . . Such persons shall also be unable to maintain independent living and self-sufficiency in their community due to the inability to define, locate, secure or retain the necessary resources and services of multiple providers on an on-going basis and shall be dependent in two (2) or more activities of daily living.”

The last page of the VA118 report totals the number of clients receiving the service and ADL information.

This report will be useful to you as managers to ensure the AIM data is entered correctly. As with other AIM reports, Raymond Williams or Ellen Nau may request that you print this report for your agency when they monitor. If you have any questions, please call Leonard Eshmont at (804) 662-9800.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: April 25, 2006

SUBJECT: Grant Development Workshops

Following is information from the Grant Training Center in Washington DC which will be conducting workshops in May and June for mastering the techniques of writing winning grants.

PROFESSIONAL GRANT DEVELOPMENT WORKSHOP

Proposal Writing I

MAY 30-JUNE 1

PLACE: GEORGE WASHINGTON UNIVERSITY, ARLINGTON

JUNE 5-7

PLACE: VIRGINIA COMMONWEALTH UNIVERSITY, RICHMOND

Workshop Description:

This intensive three-day grant proposal workshop is geared for: 1) those who wish to strengthen their grant writing skills and 2) beginners who wish to acquire and master the techniques of preparing, writing and winning proposals from various funding agencies. The center of attention is on how to effectively tell the story that leads to funding, be it for the researcher, educator or the nonprofit professional. By focusing on one topic per session, participants receive in-depth training that relates to their specific

1610 Forest Avenue, Suite 100, Richmond, Virginia 23229

Toll-Free: 1-800-552-3402 (Voice/TTY) • Phone: 804-662-9333 • Fax: 804-662-9354

E-mail: aging@vda.virginia.gov • Web Site: www.vda.virginia.gov

Grant Development Workshops

April 25, 2006

Page 2 of 2

grant needs. The ultimate goal of the workshop is for each participant to successfully begin researching and writing his/her grant. Our interactive workshop is characterized by its intensity, relevance and balanced emphasis on knowledge and skills achieved through: 1) individual and group exercises, 2) hands-on experiences, 3) lectures and 4) one-on-one consultations.

Participants will learn how to:

- Set and determine funding priorities;
- Comprehend the diversity of the grant funding community;
- Research and identify potential funding sources;
- Create the right fit with the funding agency;
- Address the guidelines of proposals;
- Identify and effectively write the key elements of a proposal;
- Integrate each component of the grant into the final product;
- Develop focused and realistic budgets;
- Package professional grants submissions;
- Initiate contact, receive feedback and follow-up with funding agencies.

Participants will receive:

- The Professional Grant Development Certificate;
- Manual on effective academic and nonprofit grant research and writing;
- CD containing sample winning proposals from various donors, useful websites, bibliography and guidelines for federal, foundation, and regional support.

REGISTRATION:

Register on line at: <http://www.granttrainingcenter.com>

The Grant Training Center, located in the Washington, DC Metropolitan area, conducts introductory to specialized grant training for academic researchers, program planners, and public sector administration employees.

For more information:

Phone: 866-704-7268

E-mail: training.coordinator@granttrainingcenter.com

COMMONWEALTH of VIRGINIA
Department for the Aging
Julia Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

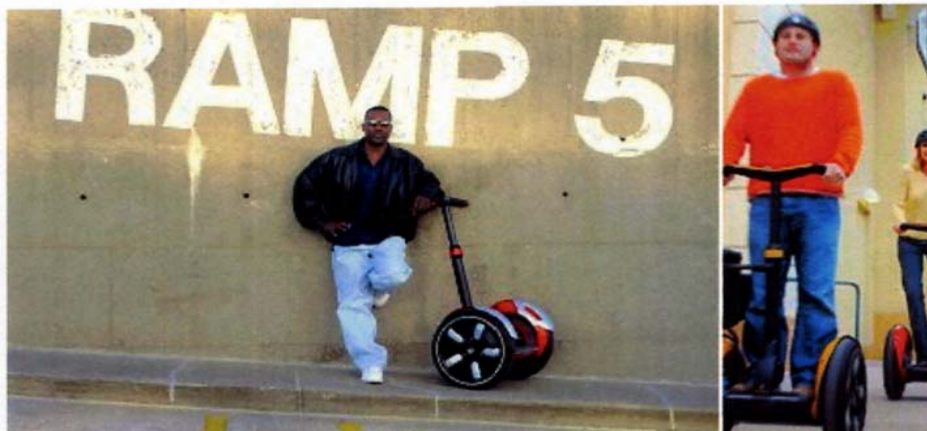
FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: April 25, 2006

SUBJECT: USE OF "SEGWAYS" ON TRANSPORTATION VEHICLES

You've may have seen people zipping around on those 2-wheel transporter known as a Segway. The Segway Human Transporter (HT) is the first of its kind, self-balancing personal transportation designed to go where you go. With the segway HT you can commute, shop, and run errands more quickly while enjoying a ride like nothing you have ever experienced.

The attached information from the U. S. Justice Department, Civil Rights Division, concerns segways being used as mobility aids for people with mobility impairments who wish to use segways on public transit. This official ruling has been released by the Disability Law Coordinating Council of the U. S. Department of transportation. Per this ruling segways can be used on public transit if it can be placed on a lift for boarding. Also, a transportation provider is not required to permit anyone -- including a person with a disability -- to bring a device onto a vehicle that is too big or that is determined to pose a direct threat to the safety of others.



**DEPARTMENT OF TRANSPORTATION
DISABILITY LAW GUIDANCE
USE OF "SEGWAYS" ON TRANSPORTATION VEHICLES**

This guidance document concerns the question of whether transportation entities (e.g., transit authorities, Amtrak) should permit the "Segway" personal transportation device to be used on transportation vehicles when used as a mobility device by people with disabilities.

The Segway is a two-wheeled, gyroscopically stabilized, battery-powered personal transportation device. The Segway is not designed primarily for use by individuals with disabilities, nor is it used primarily by such individuals. However, some individuals with disabilities may use a Segway as a personal mobility aid, in lieu of more traditional devices like a wheelchair or scooter.

The Department's ADA rule (49 CFR Part 37, §37.3) defines a "wheelchair" as "a mobility aid belonging to any class of three or four-wheeled vehicles, designed for and used by individuals with mobility impairments..." (emphasis added). By this definition, a Segway is not a wheelchair. However, a Segway, when used by a person with a disability as a mobility device, is part of the broad class of mobility aids that Part 37 intends will be accommodated (see for instance §§37.5 and 37.165). In this way, a Segway occupies a legal position analogous to canes, walkers, etc.

Because a Segway is not a wheelchair, the ADA regulation's provisions for lift and securement use specific to wheelchairs §37.165(a) (e)) do not apply to Segways and their users. However, §37.165(g) requires transit providers to "permit individuals with disabilities who do not use wheelchairs" to use a vehicle's lift or ramp to enter the vehicle. Individuals who do not use wheelchairs commonly use the lift together with their non-wheelchair mobility devices, such as canes, crutches or walkers. Under this provision, an individual with a disability who uses a Segway as a mobility device must be permitted to use the lift.

This is not to say that transportation providers are required to allow all Segway users to bring their devices on board a bus or train. Transportation providers may establish their own general policies regarding Segways and other devices, just as they do with respect to pets or bicycles. However, when a device is being used as a mobility device by a person with a mobility-related disability, then the transportation provider must permit the person and his or her device onto the vehicle. This is analogous to the situation in which a transportation provider that has a general policy that does not permit pets to enter, but must permit a person with a disability to bring a service animal into a vehicle.

Also, a transportation provider is not required to permit anyone -- including a person with a disability -- to bring a device onto a vehicle that is too big or that is determined to pose a direct threat to the safety of others. With respect to size, a non-wheelchair mobility device that exceeds the size and weight standards for a "common wheelchair" (i.e., 30 x 48 inches, measured two inches above the ground, and not exceeding 600 pounds, including the user) can reasonably be considered too large. The direct threat standard is intentionally stringent (i.e., requiring a determination that there is a significant risk to the health or safety of others that cannot be eliminated by modification of policies, procedures, practices, or by the provision of auxiliary aids or services). A transportation provider seeking to exclude a mobility device on direct threat grounds should first consult with the appropriate DOT operating administration for guidance.

We note that this analysis would apply to other situations. For example, a Federal Highway Administration-assisted recreational trail that normally cannot permit use by motorized vehicles should accommodate Segways when used as a mobility device by someone with a mobility-related disability.

This guidance has been approved through the Department of Transportation's Disability Law Coordinating Council as representing the official views of the Department on this matter.

September 1, 2005

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Civil Rights Division
U.S. Department of Justice
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COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Elaine S. Smith, MS, RD
Program Coordinator

DATE: April 25, 2006

SUBJECT: Area Planning and Services Committee on Aging with Lifelong
Disabilities (APSC) Wellness Conference

Following for your information and consideration is a flyer for an upcoming conference.

For more information, call (804) 828-1525 or e-mail eansello@hsc.vcu.edu

An Emerging Population for the Aging Network

Virginia is witnessing the unprecedented aging of adults who have grown old with lifelong disabilities, such as mental retardation, polio, and cerebral palsy. They now number over 9,000 people over age 60. Most are aging invisibly in their communities, in the care of their families.

How will this affect you? *Learn. Collaborate. Plan.*

Attend a May 24th conference in Richmond at a very affordable \$25 registration.

The Road to Wellness: Best Practices for Persons Aging with Lifelong Disabilities

Sponsored by the
Area Planning and Services Committee on Aging
with Lifelong Disabilities (APSC)

Holiday Inn Select, Koger South Conference Center, May 24, 2006, 8:30-4:30

Featured presentations include:

Best Practices for An Aging America That Includes People with Disabilities

*Matthew P. Janicki, Ph.D, Department of Disability and Human Development,
University of Illinois at Chicago*

Nutritional Health of Older Adults with Lifelong Disabilities

*Dawna T. Mughal, Ph.D., R.D., FADA, School of Health Sciences, Gannon
University, Erie, PA*

Seeking Wellness through Preventative Measures: A Rehabilitation Therapy-Oriented Approach with OT, PT, and Therapeutic Recreation

*Julie Jansen, OT, ATP, and Sarah Hopkins, MS/L, OTR, The Virginia Home,
Richmond; Stacy Slusser, MS, CTRS, Chesterfield County Parks & Recreation*

Communicating with Your Health Care Providers

Charlene Fox, NP, Family Life Services, Richmond

Obesity and Nutrition: Small But Steady Steps Can Make a Difference

Dawna Mughal, Ph.D.

Charting Your Health on the Road to Wellness: A Tool for Assessing Wellness

Debbie Burcham, Henrico Area MH/MR Services; Cinda Nichols, RN, Instructive Visiting Nurse Association; Lisa Poe, Richmond Residential Services

Embracing Wellness: The Virginia Department of Health's New Project on Health Promotion for People with Disabilities

Holly Tiller, Project Manager, Virginia Department of Health

Public Policy Challenges Facing Disability and Aging

Matthew P. Janicki, Ph.D.

Costs: Conference fee is \$25 a person, including materials, luncheon and breaks. Scholarships are available, when needed, for family members who are caregivers. Advance registration deadline is May 12, 2006. On-site/late registration is \$35 a person if space allows. **Seating is limited.**

Registration: Please make checks payable to *Virginia Center on Aging*, and mail to APSC Conference, Virginia Center on Aging, Virginia Commonwealth University, Box 980229, Richmond, VA 23298-0229.

Information: For more information about this conference, call (804) 828-1525 or e-mail to eansello@hsc.vcu.edu

Registration Form

Name: _____

Title: _____

Agency: _____

Phone Number: _____ E-mail _____

Do you need special accommodations? _____

Please check one: ☐ Professional ☐ Family member/caregiver ☐ Other

Number of persons attending: _____

Total amount enclosed: \$ _____

Participants will receive a **Certificate of Attendance** documenting 5.75 contact hours of education.

COMMONWEALTH of VIRGINIA
Department for the Aging
Julia Christopher, Commissioner

MEMORANDUM

TO: Executive Directors & Transportation Program Staff
Area Agencies on Aging

FROM: Faye D. Cates, MSSW, Human Services Program Coordinator

DATE: April 25, 2006

SUBJECT: VEHICLE FUELING ON AIR QUALITY ACTION DAYS

In Virginia, the 2006 ozone season begins in May. As in previous years, VDOT will restrict gasoline re-fueling at facilities located in air quality non-attainment, maintenance and early action compact areas when the Virginia Department of Environmental Quality predicts an "Air Quality Action Day." Facilities with vapor recovery systems such as the facility at Fleet Management will not be restricted.

A list of counties in air quality non-attainment, maintenance and early action compact areas is attached. Travelers needing to re-fuel gasoline powered state vehicles in these counties on "Air Quality Action Days" must use VDOT fueling facilities before 8:30 a.m., or make other refueling arrangements. The Virginia Department of Environmental Quality forecasts ozone on "Air Quality Action Days" and alerts the news media and public. You are advised to monitor summer weather forecasts and the news to ensure that they are not inconvenienced by this pollution reduction measure.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

1401 EAST BROAD STREET
RICHMOND, VIRGINIA 23219-2000
VirginiaDOT.org

GREGORY A. WHIRLEY
ACTING COMMISSIONER

April 17, 2006

TO: Agency Transportation Officers

FROM: Richard L. Walton, Jr. *Richard L. Walton/JRW*
Chief of Policy, Planning and the Environment

SUBJECT: The Gas Restrictions for
"Air Quality Action Days"
Vehicle Fueling Hours at VDOT Facilities

Gasoline pumps operated by the Virginia Department of Transportation (VDOT) in air quality non-attainment, maintenance, and early action compact areas that do not have vapor recovery systems will be closed from 8:30 a.m. to 5:00 p.m. on "Air Quality Action Days". The Virginia Department of Environmental Quality (VDEQ) designates an "Air Quality Action Day" when air quality is predicted to be at high and unhealthy levels. This measure that VDOT has implemented since 1996 is intended to reduce the emissions of air pollutants from VDOT facilities and to improve the air quality for the citizens of the Commonwealth.

A list of counties in air quality non-attainment, maintenance, and early action compact areas is attached. Travelers needing to re-fuel gasoline powered state vehicles in these counties on "Air Quality Action Days" must use VDOT fueling facilities before 8:30 a.m., or make other re-fueling arrangements. The Virginia Department of Environmental Quality forecasts ozone "Air Quality Action Days" and alerts the news media and the public. Please encourage state vehicle users to monitor summer weather forecasts and the news, to ensure that they are not inconvenienced by this pollution reduction measure.

The dissemination of this information to your employees will be appreciated.

Attachment

Virginia Ozone Nonattainment, Maintenance, and Early Action Compact Areas

Ozone Nonattainment Area: An area that exceeds the Environmental Protection Agency's National Ambient Air Quality Standards (NAAQS) for ozone.

Ozone Maintenance Area: An area that that has previously exceeded the Environmental Protection Agency's National Ambient Air Quality Standards (NAAQS) for ozone, but has come back into compliance and has adopted a maintenance plan.

Ozone Early Action Compact Area: An area that exceeds the EPA's NAAQS, but the effective date of its ozone nonattainment area designation has been deferred, because of proactive efforts within the region to reduce emissions.

Table 1. Counties by VDOT Districts that are located either in ozone nonattainment, maintenance, or early action compact areas.

	DISTRICT					
	Northern Virginia	Fredericksburg	Staunton	Hampton Roads	Richmond	Salem
JURISDICTION	Alexandria Arlington Fairfax (County & City) Falls Church Loudoun Manassas Manassas Park Prince William	Fredericksburg Spotsylvania Stafford Gloucester	Frederick* Winchester*	Chesapeake Hampton Isle of Wight James City Newport News Norfolk Poquoson Portsmouth Suffolk Virginia Beach Williamsburg York	Charles City Chesterfield Colonial Heights Hanover Henrico Hopewell Petersburg Prince George Richmond	Botetourt* Roanoke (County & City)* Salem* Vinton*

* 8-hour ozone Early Action Compact Area



COMMONWEALTH of VIRGINIA

Department for the Aging

Julie Christopher., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Janet H. Schaefer
Director of Programs

SUBJ: Summer Cooling Program

DATE: April 25, 2006

For the eighth year in a row, the Virginia Department of Social Services (DSS) will fund the Summer Cooling Assistance Program. A Memorandum of Understanding (MOU) will be signed by both VDA and DSS, which will allow DSS to transfer \$100,000 to distribute to the AAA's.

Shortly, you will receive an MOU between your agency and VDA. This MOU builds upon the 2006 Summer Cooling Component of the Virginia Energy Assistance Program administered by DSS. The allocation of funds is based on 60+ population below poverty from the 2000 U.S. Census. In administering the local funds, AAA's are permitted to provide assistance for those with income not to exceed 150% of the 2006 federal income poverty guidelines.

The MOU requires AAA's to complete and maintain program and expenditure reports. Reports are due by the 10th of each month. The final reports are due by August 31, 2006. All reporting forms are available on the VDA website. Reports must be e-mailed to janet.schaefer@vda.virginia.gov.

Applications for these funds may be taken beginning June 15th through August 15, 2006. Funds must be disbursed by **August 31, 2006**. Attached are the allocations by AAA and the Federal Poverty Level/VDA Sliding Fee Scale.

Summer Cooling Program
April 25, 2006
Page 2 of 2

Please review your allocation and advise if you feel you would be unable to use these funds within the allocated time period.

If you have any questions, please call Janet Schaefer at (804) 662-9341 or Jane Snead at (804) 662-9329.

C: Julie Christopher, Commissioner
William H. Peterson, Deputy Commissioner, Programs
Tim Catherman, Deputy Commissioner, Support Services
Warren McKeon, Fiscal Manager
Jane Snead, Contract Coordinator

**Virginia Department for the Aging
Summer Cooling Program
June 2006**

PSA	Formula %	Allocation
1	3.65409	3,654
2	3.96784	3,968
3	6.13440	6,134
4	0.00000	0
5	4.78289	4,783
6	4.66773	4,668
7	3.31732	3,317
8A	1.33834	1,338
8B	1.59064	1,591
8C	4.30680	4,307
8D	0.00000	0
8E	1.12771	1,128
9	2.05028	2,050
10	2.66351	2,664
11	5.13065	5,131
12	7.46288	7,463
13	3.60035	3,600
14	3.65849	3,658
15	10.09676	10,097
16	2.00312	2,003
17/18	3.45113	3,451
19	3.78793	3,788
20	13.88798	13,888
21	5.21731	5,217
22	2.10185	2,102
Total	100.00000	100,000

jas
4/12/2006

	2005 VDA-DSS Fan Care & Cooling Assistance Program Guideline			2005 VDA-DSS Fan Care & Cooling Assistance Program Guideline		
	Federal Poverty Guidelines	(130% of Federal Poverty Level)	(150% of Federal Poverty Level)	Federal Poverty Guidelines	(130% of Federal Poverty Level)	(150% of Federal Poverty Level)
	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
Effective Dates:	July 1, 2005 - June 30, 2006	Summer, 2006	Summer, 2006	July 1, 2004 - June 30, 2005	Summer, 2005	Summer, 2005
Persons in Household	FY 2006-2007 Monthly Income Limits	FY 2005-2006 Monthly Income Limits	FY 2005-2006 Monthly Income Limits	FY 2005-2006 Monthly Income Limits	FY 2005-2006 Monthly Income Limits	FY 2005-2006 Monthly Income Limits
1	\$817	\$1,062	\$1,225	\$798	\$1,037	\$1,196
2	\$1,100	\$1,430	\$1,650	\$1,069	\$1,390	\$1,604
3	\$1,383	\$1,798	\$2,075	\$1,341	\$1,743	\$2,011
4	\$1,667	\$2,167	\$2,500	\$1,613	\$2,096	\$2,419
5	\$1,950	\$2,535	\$2,925	\$1,884	\$2,449	\$2,826
6	\$2,233	\$2,903	\$3,350	\$2,156	\$2,803	\$3,234
7	\$2,517	\$3,272	\$3,775	\$2,428	\$3,156	\$3,641
8	\$2,800	\$3,640	\$4,200	\$2,699	\$3,509	\$4,049
9	\$3,083	\$4,008	\$4,625	\$2,971	\$3,863	\$4,457
10	\$3,367	\$4,377	\$5,050	\$3,243	\$4,216	\$4,865
11	\$3,650	\$4,745	\$5,475	\$3,515	\$4,570	\$5,273
12	\$3,933	\$5,113	\$5,900	\$3,787	\$4,923	\$5,681
13	\$4,217	\$5,482	\$6,325	\$4,059	\$5,277	\$6,089
14	\$4,500	\$5,850	\$6,750	\$4,331	\$5,631	\$6,497
15	\$4,783	\$6,218	\$7,175	\$4,603	\$5,984	\$6,905
16	\$5,067	\$6,587	\$7,600	\$4,875	\$6,338	\$7,313
17	\$5,350	\$6,955	\$8,025	\$5,147	\$6,691	\$7,721
18	\$5,633	\$7,323	\$8,450	\$5,419	\$7,045	\$8,129
19	\$5,917	\$7,692	\$8,875	\$5,691	\$7,399	\$8,537
20	\$6,200	\$8,060	\$9,300	\$5,963	\$7,752	\$8,945
Each Added Person	\$283	\$368	\$425	\$272	\$354	\$408

SOURCE: **SOURCE:** Federal Register, Vol. 71, No. 15, January 24, 2006, pp. 3848-3849. Monthly and hourly data calculated by OCPP and rounded to the nearest dollar and cent, respectively. The hourly rate is based on 40 hours of work per week for a full year (2080 hours). U.S. Department of Health & Human Services, THE 2006 HHS POVERTY GUIDELINES found on the Internet at: <http://aspe.hhs.gov/poverty/06poverty.shtml>

2004 VDA-DSS Fan Care & Cooling Assistance Program Guideline			2003 VDA-DSS Fan Care & Cooling Assistance Program Guideline		2002 VDA-DSS Fan Care & Cooling Assistance Program Guideline	
Federal Poverty Guidelines	(130% of Federal Poverty Level)	(150% of Federal Poverty Level)	Federal Poverty Guidelines	(150% of Federal Poverty Level)	Federal Poverty Guidelines	(150% of Federal Poverty Level)
Monthly	Monthly	Monthly	Monthly	Monthly	Monthly	Monthly
July 1, 2004 - June 30, 2005	Summer, 2004	Summer, 2004	July 1, 2003 - June 30, 2004	Summer, 2003	July 1, 2002 - June 30, 2003	Summer, 2002
FY 2004-2005	FY 2004-2005	FY 2004-2005	FY 2003-2004	FY 2003-2004	FY 2002-2003	FY 2002-2003
Monthly Income Limits	Monthly Income Limits	Monthly Income Limits	Monthly Income Limits	Monthly Income Limits	Monthly Income Limits	Monthly Income Limits
\$776	\$1,009	\$1,164	\$748	\$1,123	\$738	\$1,108
\$1,041	\$1,353	\$1,562	\$1,010	\$1,515	\$995	\$1,493
\$1,306	\$1,698	\$1,959	\$1,272	\$1,908	\$1,252	\$1,878
\$1,571	\$2,042	\$2,357	\$1,533	\$2,300	\$1,508	\$2,263
\$1,836	\$2,387	\$2,754	\$1,795	\$2,693	\$1,765	\$2,648
\$2,101	\$2,731	\$3,152	\$2,057	\$3,085	\$2,022	\$3,033
\$2,366	\$3,076	\$3,549	\$2,307	\$3,460	\$2,278	\$3,418
\$2,631	\$3,420	\$3,947	\$2,318	\$3,478	\$2,535	\$3,803
\$2,896	\$3,765	\$4,344	\$2,580	\$3,870	\$2,792	\$4,188
\$3,161	\$4,109	\$4,742	\$2,842	\$4,263	\$3,048	\$4,573
\$3,426	\$4,454	\$5,139	\$3,103	\$4,655	\$3,305	\$4,958
\$3,691	\$4,798	\$5,537	\$3,365	\$5,048	\$3,562	\$5,343
\$3,956	\$5,143	\$5,934	\$3,627	\$5,440	\$3,818	\$5,728
\$4,221	\$5,487	\$6,332	\$3,888	\$5,833	\$4,075	\$6,113
\$4,486	\$5,832	\$6,729	\$4,150	\$6,225	\$4,332	\$6,498
\$4,751	\$6,176	\$7,127	\$4,412	\$6,618	\$4,588	\$6,883
\$5,016	\$6,521	\$7,524	\$4,673	\$7,010	\$4,845	\$7,268
\$5,281	\$6,865	\$7,922	\$4,935	\$7,403	\$5,102	\$7,653
\$5,546	\$7,210	\$8,319	\$5,197	\$7,795	\$5,358	\$8,038
\$5,811	\$7,554	\$8,717	\$5,458	\$8,188	\$5,615	\$8,423
\$267	\$347	\$401	\$262	\$393	\$257	\$386

COMMONWEALTH of VIRGINIA
Department for the Aging
Julie Christopher, Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Jackie Taggart

DATE: April 25, 2006

SUBJECT: Employment Opportunities

I have been asked to share the two attached job announcements with you.

**Housing Development Officer
Bay Aging – Urbanna Virginia**

Professional opportunity for a dynamic person eager to build a career working with our successful housing team to secure property and financing to build apartments for older persons. Must be able to handle many projects/opportunities at once, fast yet accurate. Requires demonstrated excellent writing, public speaking, interpersonal and computer skills. Bachelor's degree or experience preferred. Full time with excellent benefits. Salary \$35,000 and beyond DOQ.

E-mail or mail cover letter, resume and salary requirements to Bay Aging, attention jgemerek@bayaging.org.

Bay Aging is an EOE and a successful non-profit serving the Northern Neck and Middle Peninsula of VA since 1978. Located in Urbanna, VA or www.bayaging.org.



KITTLEMAN & ASSOCIATES 300 South Wacker•Chicago, IL 60606•312-986-1166•Fax 312-986-0895

POSITION GUIDE

ORGANIZATION:

Family Lifeline

<http://www.family-lifeline.org>

POSITION:

Senior Vice President – In-Home Services

REPORTS TO:

President & Chief Executive Officer

LOCATION:

1518 Willow Lawn Drive
Richmond, VA

VISION

Stronger Families for a Stronger Community

MISSION

Since 1877, Family Lifeline has been reaching out to families in communities where they live, work and learn. Through creative and innovative outreach, we help families get to the root of their problems, build on their assets and, ultimately, create meaningful, permanent, positive change.

BACKGROUND:

Family Lifeline is a comprehensive human service organization providing resources to families at every stage of life, from infancy to the senior years. The staff and Board of Family Lifeline embrace four key strategic directions:

- Reach out to families in the communities where they live, work and learn.
- Join in partnership with others with similar missions and objectives to achieve efficiencies and increased effectiveness in programs and services
- Identify and build on the assets possessed by families and communities
- Strengthen the foundation for families, by assuring that they live in safe and stable housing, are employed in jobs providing economic security and take advantage of all appropriate educational opportunities.

Family Lifeline has evolved over the years to meet the needs of the families served by the organization in Greater Richmond and the Tri-Cities Area. As the needs within these communities have changed, and as new knowledge has shaped the understanding of how best to meet the needs of the families served, the organization has evolved and, as a result its impact as a community change agent has increased. Throughout most of the organization's history, programs were provided in a central location. Clients came to the organization's office for counseling and assistance. Today, the staff at Family Lifeline provides programs in homes, schools and other community organizations.

Family Lifeline is on-hand from the beginning of life--providing help, education, and encouragement. Through the Healthy Families program, Family Lifeline staff give "at-risk" parents the tools to succeed in raising healthy, happy children. Most elderly people want one thing most of all--to stay in their own homes. Many of the resources at Family Lifeline are geared toward engaging children and their parents in activities that will encourage them to flourish in school. Last year approximately 2,000 teens in Family Lifeline's service area ran away from home. Family Lifeline goes out into the community with a variety of innovative programs to help reach teens before they reach a crisis point.

Family Lifeline provides its array of services in close partnership with a number of community organizations including YMCA of Greater Richmond, Boys and Girls Club, United Way, Cities of Richmond and Petersburg, County of Henrico and many others. These partnerships allow Family Lifeline to provide unique services that complement rather than duplicate services already provided by other community-based organizations in the area.

Community support for the strategic directions that Family Lifeline has undertaken is evident in growth over the past eight years. The budget has grown from \$2,500,000 to \$4,000,000. Fundraising, from individuals, corporations and foundations, has increased from \$37,000 in 1996 to \$1,300,000 in 2005. The goal for 2006 is \$1,600,000, and is fully expected to be achieved.

THE OPPORTUNITY:

Reed Henderson, President & CEO of Family Lifeline recognized the opportunity to strengthen programming by developing an organizational structure that would provide more senior managerial oversight of key program as opposed to a hierarchical structure with one individual responsible for all programming. The re-organization looked at programming in terms of where the services are provided: in the community and in the home. The In-Home services area presently includes the Healthy Families and Personal Care programs.

Healthy Families, a national program that has met with great success, is a home-visiting education and prevention program providing supports to families at risk of child abuse

and neglect. The Healthy Families program reaches into Henrico County, North Richmond and Petersburg. The program goals are to reduce child malnutrition, assure access to proper medical services, ensure healthy child development, encourage school readiness, promote family self-sufficiency; and demonstrate positive parenting. Additionally, staff connects clients with other community resources to prevent child abuse and neglect and to reduce teenage pregnancies. A statewide evaluation process assesses program effectiveness. Healthy Families is affiliated with Healthy Families America.

Approximately 150 families are currently involved in this program. There is an interest in increasing the number of communities in which the program is offered, as well as the number of families receiving service. Improving outreach, expanding referral networks and the geographic reach of the program are areas to explore for possible expansion. There are also opportunities to expand beyond the traditional Healthy Families model to serve families that may not be economically disadvantaged but who could benefit from support because of the stress associated with introducing an infant into the family, the demands of balancing work and family obligations and the absence of nearby family and support from neighbors.

The Personal Care program provides in-home care to elderly and disabled. Services begin with a registered nurse conducting a comprehensive assessment in the client's home, putting together a personalized plan with the family's help. Certified nursing assistants then come into the home to help clients with bathing, dressing, personal hygiene, meal preparation and transportation. The aide also keeps the nurse updated with weekly reports. By providing these services, clients are able to stay in their homes and lead happier, more productive lives.

Goals for the Personal Care program are to maximize the number of days that care recipients are able to remain in their homes, and to create costs savings to caregivers and community by delaying premature institutionalization of care recipients. Personal Care is a Medicaid-approved provider of personal care and respite care.

Although the Personal Care program serves clients from 54 to 90 plus years, 70% are 75 years of age or older. Approximately 75% have monthly incomes less than \$1,000. A sliding scale, based on income, enables clients to receive services that they otherwise would be unable to afford. While most of clients have incomes at or below the poverty level, Family Lifeline seeks to help more middle-income clients as well. The staff is committed to providing services to all families, regardless of income.

Because of the tremendous growth potential for this program, identifying additional opportunities for expansion of this dynamic service area will be a primary focus going forward.

The Board and staff are committed to systemic change working with clients to create stable communities. This vision has required that staff embrace a new way of thinking about service delivery. The senior management team is charged with translating this strategic focus into programs. The senior managers must engage with the program directors and staff to ensure that the organization's core philosophies and vision are implemented. With the re-organization complete, the opportunity now exists for an innovative and entrepreneurial individual to assume leadership of In-Home Services.

THE POSITION:

The Senior Vice President for In-Home Services will assume responsibility for the Healthy Families and Personal Care programs. Reporting to the President and CEO, the Senior Vice President of In-Home Services will be responsible for planning and directing financial and non-financial resources and personnel to develop, maintain, expand and, as required, revise in-home services in accordance with the strategic plan of the organization. This individual will assess needs within the community to determine the continued viability of existing programs and the opportunity for new and expanded program development.

The final candidate will be responsible for developing and maintaining relationships with key constituent organizations, partners and funding sources. The ability to develop and implement marketing strategies to maintain existing partnerships and funding sources and increase both in the future is required. This person will also participate as needed in the development of grants and contracts with appropriate funding agencies.

This final candidate will manage a budget of approximately \$1,480,000, which includes \$865,000 for Healthy Families and \$615,000 for Personal Care. This individual will be responsible for preparing an annual budget as well as monitoring and revising the budget to assure that expenditures do not exceed revenue. The successful candidate will also ensure that all standards of the accrediting, governmental and funding bodies are maintained.

Directly reporting to the Senior Vice President are four directors including two directors for Healthy Families and a director for Personal Care. Monitoring staff performance and client records to assure compliance is the responsibility of the Senior Vice President. The selected candidate will be expected to plan and implement in-service training to enhance staff knowledge and competency. The Senior Vice President will also be responsible for developing and implementing appropriate staffing patterns and for ensuring appropriate professional development opportunities are accessed by staff.

The successful candidate will participate as a member of the senior management team, working collaboratively with other senior managers to optimize use of all organization resources, for the benefit of Home-Based Services and will contribute to the overall capacity of Family Lifeline to achieve strategic objectives.

The Senior Vice President will be responsible for developing, monitoring and reporting service outcomes that document impact in three key areas – numbers served, results delivered and constituent satisfaction. The successful candidate will visit service sites to evaluate program effectiveness and assure compliance with service expectations.

CORE COMPETENCIES:

Strategic Management

Promote the strategic direction of the organization. Assure that programs are aligned with the strategic objectives and contribute to the success of these objectives. Develop and implement program-specific action plans that are compatible with the strategic plan. Monitor and revise action plans and provide regular reports on the status of action.

Program Development

Champion and continually express the department's vision through strategic and business planning that ultimately strengthens and expands the department's capabilities and presence. Develop new referral systems and pricing structures to enhance program revenue.

External Relations

Serve as liaison to key constituencies including the in home services staff, clients, funders, government agencies, partners, and accrediting agencies. Establish and maintain close working relationships with public agencies and appropriate community based organizations, to identify program opportunities, new referral networks, funding opportunities, maintain regulatory compliance and provide public relations for Family Lifeline In-Home Services Programs.

CANDIDATE PROFILE

We seek a creative thinker and entrepreneurial leader whose track record demonstrates an ability to grow programs. This person must have a vision and passion for improving the lives of children and families through developing and delivering outstanding services, in home-based settings.

We seek a self-directed individual who has the ability to participate in the development of an organizational strategic plan and departmental business plan. The Senior Vice President In-Home Services must embody the highest ethical standards and demonstrate a balance of business acumen and a commitment to responsible program delivery in a cost-effective manner. A proven ability to balance budget realities with a realistic concern for the clients of Family Lifeline is needed.

This leader will promote internal coordination and communication while empowering staff to direct program development and delivery in the most effective way.

Demonstrated success communicating departmental goals, motivating staff to achieve stated goals while also holding staff accountable is required. Maintaining an environment where a frequent and healthy exchange of ideas is encouraged is also important.

The ideal candidate will have the ability to establish and maintain effective external relations with current funders, potential donors and other key leaders in business, government and other community based organizations. A strong knowledge of Medicaid is required.

A broad knowledge of professional standards and of recent developments in the field of healthcare, elder care, child welfare and children's and family services, for families and children in their own homes is desired. A graduate degree from an accredited college or university is desired an undergraduate required. Ten years of professional experience in a senior management capacity is necessary. Family Lifeline is an Equal Opportunity Employer and encourages applicants who represent diverse cultural, socioeconomic and other ethnic orientations. For more information, please contact:

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